THE PROPORTIO PROJECT
QUARTERLY REPORT

December 31st, 2002

PROJECT INFORMATION

State and Department	Washington State Department of Ecology
Project Title	Enforcement and Compliance Information Display
Development Name	Proportio (Latin: "A relationship between things or parts of things with respect to relative magnitude, quantity, or degree.")
Focus Area	Public Access
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PROJECT DESCRIPTION

Proportio will be a simple yet intuitive way for the public to retrieve information on the RCRA compliance, enforcement and waste generation and management in a graphical display. It will provide an innovative way to report information in a pictorial format to convey more information than in a traditional tabular format. The old saying is still true today as it was yesterday; a picture is worth a thousand words.
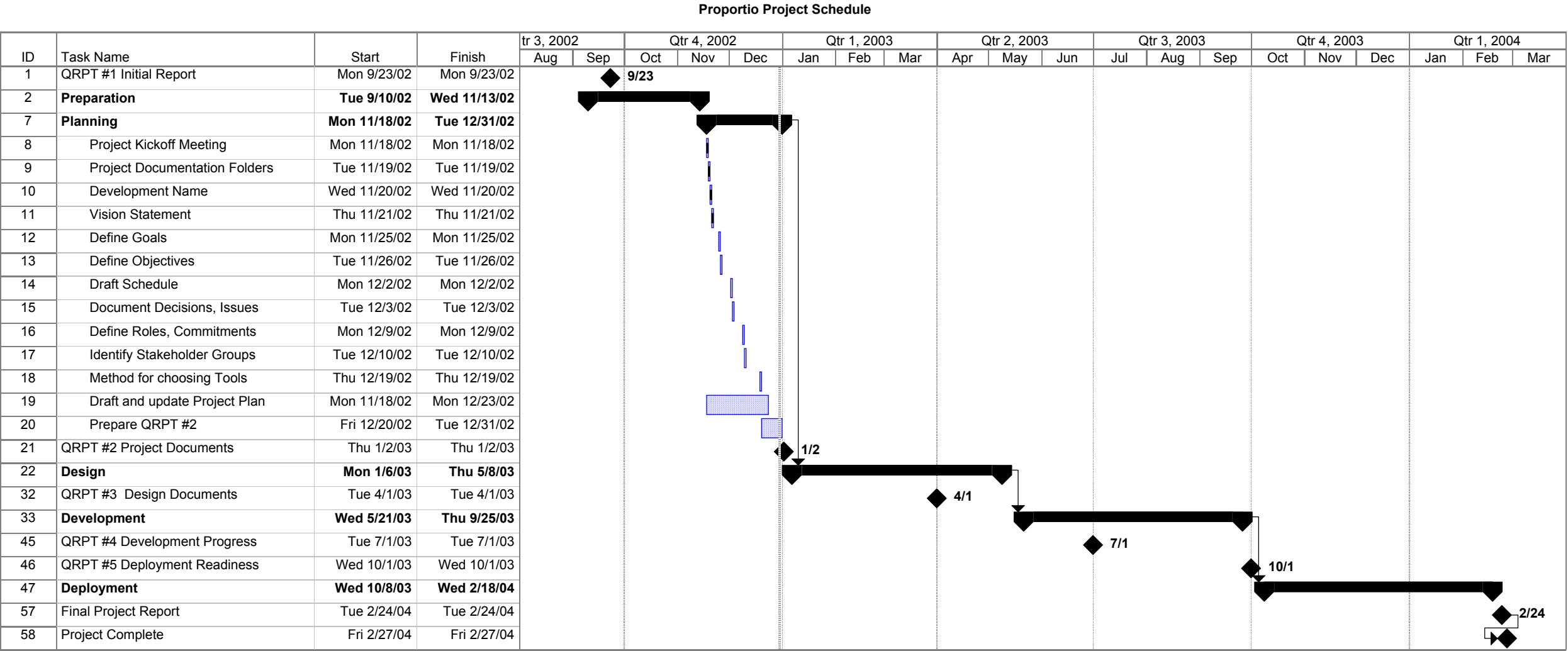
PROJECT STATUS REPORTS

A status report will be generated at regular quarterly intervals to document the progress and completion of each phase of the project, describe the deliverables that were produced during that phase, and identify upcoming project activities. This quarterly report marks the completion of the Planning phase and the start of the Design phase in the project schedule.

PROJECT SCHEDULE

GENERAL PLAN

Project Phase	Status
1. Preparation	*Completed*
2. Planning	*Completed*
3. Design	*Started*
4. Development	*Not Started*
5. Deployment	*Not Started*

DETAILED PLAN

Proportio Project Schedule

ID	Task Name	Start	Finish
1	QRPT #1 Initial Report	Mon 9/23/02	Mon 9/23/02
2	**Preparation**	**Tue 9/10/02**	**Wed 11/13/02**
7	**Planning**	**Mon 11/18/02**	**Tue 12/31/02**
8	Project Kickoff Meeting	Mon 11/18/02	Mon 11/18/02
9	Project Documentation Folders	Tue 11/19/02	Tue 11/19/02
10	Development Name	Wed 11/20/02	Wed 11/20/02
11	Vision Statement	Thu 11/21/02	Thu 11/21/02
12	Define Goals	Mon 11/25/02	Mon 11/25/02
13	Define Objectives	Tue 11/26/02	Tue 11/26/02
14	Draft Schedule	Mon 12/2/02	Mon 12/2/02
15	Document Decisions, Issues	Tue 12/3/02	Tue 12/3/02
16	Define Roles, Commitments	Mon 12/9/02	Mon 12/9/02
17	Identify Stakeholder Groups	Tue 12/10/02	Tue 12/10/02
18	Method for choosing Tools	Thu 12/19/02	Thu 12/19/02
19	Draft and update Project Plan	Mon 11/18/02	Mon 12/23/02
20	Prepare QRPT #2	Fri 12/20/02	Tue 12/31/02
21	QRPT #2 Project Documents	Thu 1/2/03	Thu 1/2/03
22	**Design**	**Mon 1/6/03**	**Thu 5/8/03**
32	QRPT #3 Design Documents	Tue 4/1/03	Tue 4/1/03
33	**Development**	**Wed 5/21/03**	**Thu 9/25/03**
45	QRPT #4 Development Progress	Tue 7/1/03	Tue 7/1/03
46	QRPT #5 Deployment Readiness	Wed 10/1/03	Wed 10/1/03
47	**Deployment**	**Wed 10/8/03**	**Wed 2/18/04**
57	Final Project Report	Tue 2/24/04	Tue 2/24/04
58	Project Complete	Fri 2/27/04	Fri 2/27/04

Project: Proportio_021229
Date: Mon 12/30/02

Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

CURRENT PHASE

DELIVERABLES

The Proportio project team completed several significant deliverables during the Planning phase of the project schedule:

1. *VISION STATEMENT*

Proportio will inform a wide audience with an interactive graphical representation of current hazardous waste and compliance data that is accurate in variable levels of detail with imagery that are proportional to the value.

2. *GOALS*

The Proportio project team has two primary goals:

1. To produce and market a web-based application that will graphically communicate to the public hazardous waste generation, management and compliance information by April, 2004.
   - Images displayed on the computer screen will change in size and context and in relation to the information retrieved.
   - All pertinent data is displayed in a meaningful manner within two or three clicks of the mouse.
   - Provide for the capability for the user to "drill down" for more detail or "drill up" for more summary type information.
2. To develop the application in such a way as to create maximum flexibility for customizing the application by web designers with a minimum of effort.
   - Provide the capability to link a variety of data sources in the application quickly and easily.
   - Allow for the use of a variety of pictures that represent the data selected and these pictures being chosen by the web designers.
   - Operate the application on the Internet, with support for emerging device types that feature web access and portability, or on stand-alone computers with commonly available components.
   - Allow the web designers to tailor the display and the information to match their interests in their State or EPA Region.

3. *OBJECTIVES (PRELIMINARY)*

Cost, scheduling and quality are the quantifiable criteria that must be met in order to consider an objective successfully achieved. The Proportio project team is directing their efforts and attention to the following list of objectives:

- The project is completed on time.
- The project is completed within the budget.
- Proportio is available for free use as both a web-based and a stand-alone application.
- Proportio contains an online help system for users that provides complete explanations of how to setup and use the system.
- The documentation of Proportio includes general and detailed design documents and a system developer's guide for agency application developers.
- Proportio works correctly on many different devices.
- Proportio passes all usability tests.
- The information contained in Proportio is current and updated regularly and in a timely manner.
- Proportio is thoroughly tested before it is released, and there are no known critical defects in the final release of Proportio.
- Proportio is released according to a marketing plan.
- Facilities are notified of the existence of Proportio.
- The Proportio project team delivers formal presentations to agencies in Washington and at least five other states.
- The Proportio project team records the number of presentations made and the number of attendees at each event.
- The Proportio project team obtains and responds to all feedback concerning the readability and usefulness of the new information display and tracks all results.

4. *SUCCESS MEASURES (PRELIMINARY)*

- Proportio is used as a tool by Washington State field staff to use to motivate compliance.
- There are at least one hundred visitors to the website and twenty downloads of Proportio each month as measured by web page visits.

5. *STAKEHOLDERS*

The following stakeholders have been identified for the Proportio project:

- Data Source
    - Annual Report Team
    - RCRA Information Team
    - EPA/OECA
- Development Team
    - Volunteer Staff
    - Ed Bentley
    - Colleen McNeal
    - Joan Morris
    - Joanne Phillipson
- Maintainers
- Marketers and Trainers
    - Ed Bentley
    - Colleen McNeal
    - Joan Morris
    - Joanne Phillipson
- Audiences
    - Government
        - Federal
        - State
            - Legislators
                - Senate
                - House
                - Lobbyists
                - Staff
        - Local
        - Compliance Inspectors
        - Technical Assistance Engineers
    - Education
        - Teachers
        - Students

- o Broadcast and Print Media
- o Consumers, Individuals and Citizens
  - Nature Lovers
  - Science Enthusiasts
  - Seniors
  - Effected Groups
  - Health Groups
  - Environmental Groups
- o Business Community
  - Trade Organizations
  - Civic Groups
  - Labor Unions

6. *ROLES*

The following roles and responsibilities have been defined for the four members of the Proportio project team:

- Ed Bentley
  - o Project Manager
  - o Software Designer
  - o Contact Person
  - o Data Access
  - o Marketing
- Colleen McNeal
  - o Lead Software Developer
  - o Technical Writer
  - o Project Documentation
  - o Marketing
- Joan Morris
  - o User Interface Designer
  - o Graphic Artist
  - o Web Developer
  - o HTML and CSS Builder
  - o User Requirement Definition
  - o Usability, Functionality and Testing
  - o Marketing
- Joanne Phillipson
  - o Management Liaison
  - o Project Coordination and Oversight

NEXT PHASE

Armed with the solid foundation we built in the Planning phase, the Proportio project team started the Design phase of the project schedule.

- Finalize general design documents.
- Create detailed design documents for the following software components:
    - Presentation Interface
    - Representational Display Engine
    - Enforcement and Compliance Pictorial Collection
    - Data Definition Tool
    - Data Retrieval and Formatting Procedures
    - User Help System
    - Conduct stakeholders interviews
- Complete the following steps to decide on specific tools and technologies for the development of the project:
    1. List the project objectives, what the application will do and the features and functions of the application.
    2. Decide what each team member will do and the roles and responsibilities of the team members in the project.
    3. Decide which tools and technologies will be used to create the application by weighing the factors that contribute to the decision.
        - Each factor in the decision will have a weight of importance.
        - The tool or technology with the highest score of factors and weights will be chosen.
        - Factor List
            - Compatibility of the tool or technology with other applications in the Department of Ecology.
            - Technical ability of the tool or technology to meet project objectives.
            - Maintainability of the tool or technology.
            - How well the tool or technology matches the skill sets of the project team.
            - Cost of acquisition of the tool or technology.
    4. Match the features and functions of the application with the tools and technologies.
       Match the team roles with the tools and technologies.
    5. Order tools and technologies.
    6. Install tools and technologies.
    7. Provide training in the use of the tools and technologies.